

# **T.D. Michel Public School**

## **Parent/Student Handbook**

*Phone: (306) 469-2128*

*Fax: (306) 469-5708*

*<https://td.srsd119.ca>*



## Staff List

Mrs. Nadine Bouchard ..... Principal  
Mrs. Elsie Hartnett ..... Pre-Kindergarten  
Mrs. Elsie Hartnett ..... Kindergarten  
Ms. Jessie Banks.....Grade 1/Dreamcatcher Coach  
Mr. Eli Bennett ..... Grade 2/3  
Mrs. Chelsea Bennett ..... Grade 3/4  
Mrs. Claudia Pfunder ..... Grade 4/5  
Mrs. Kirsten Proulx..... Grade 5/6 Homeroom  
Ms. Meagan Wall ..... Grade 5/6 Homeroom  
Mrs. Julie Price (Sept-Dec)/Ms. Natalie Wideen..... Ed Support Teacher  
Mrs. Bonnie Lueken..... Educational Associate  
Mrs. Ida Allen..... Educational Associate  
Ms. Leah Nelson ..... Educational Associate  
Mrs. Pat Porter ..... Educational Associate  
Mrs. Leanne Fonos ..... Educational Associate  
Mrs. Karen Lindskog..... Librarian  
Mrs. Cristy Reed ..... Secretary  
Mrs. Sherry Malm ..... Caretaker  
Mrs. Nadine Peterson ..... Integrated Outreach Worker

### **Director of Education**

Mr. Robert Bratvold  
306-764-1571

### **Superintendent of Schools**

Mr. Tom Michaud  
306-764-1571

## Mission Statement

Our School strives to provide the best education possible for our children. We, the professional staff, are committed to working with you, the parents and community to maintain a strong academic program in a safe and caring atmosphere.

## Daily Schedule

8:40	First Bell
8:45	Second Bell
8:45 – 10:45	Classes
10:45 – 11:00	Recess
11:00 – 12:00	Classes
12:00 – 12:45	Lunch Break
12:45 – 3:15	Classes*
3:15	Dismissal**

*\*classes will have a 15 minute afternoon recess supervised by the homeroom teacher*

*\*\* Town students will be dismissed after the buses have left the school.*

## Reporting Periods

Grades 1 – 6 report cards will be issued three times a year (November, March, & June). Parent/student/teacher interviews will be held in November and March; however, parents are encouraged to contact the classroom teacher at any time during the year.

## Schedule

T.D. Michel Public School has changed to a weekly schedule and will no longer follow the 6 day cycle. Kindergarten classes are Mondays, Wednesdays, and alternate Fridays (as per the school calendar). Pre-Kindergarten classes are Tuesdays and Thursdays (NOT on Fridays unless an afternoon family activity is planned).

## Recess Breaks

All students get one morning break (10:45 – 11:00), a lunch break (12:00 – 12:45) and one afternoon break. Please ensure that students wear appropriate clothing to spend recess and lunch break outdoors. Students are allowed to remain indoors when it is raining or the temperature and/or wind chill is extreme and also if recovering from an illness verified by a note from a parent.



## School Communication

At T.D. Michel Public School, we share the handbook, letters, and other announcements on Facebook, through email communications, and on our webpage. Our goal is to make as much of the correspondence between the school and parents/guardians be done electronically to save on paper and help the environment.

The webpage for our school is:  
<https://td.srsd119.ca>

The Facebook group for our school is TD Michel Public School.



## Parent-School Communication

It is extremely important to maintain regular communication with the school and your children's teacher(s).

The best way to communicate with your child's teacher is by writing in the student agendas or notes in the folders. Teachers check the agendas/folders daily. This is a great place to communicate after school plans and/or other needed information. Teachers do not generally check lunch kits or backpacks for communication.

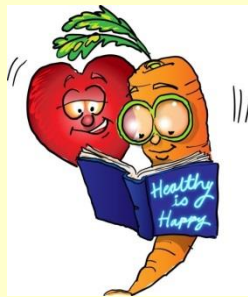
*If you have written instructions in your child's agenda, please trust the teacher to follow these. Please do not call the school with the same message that has already been communicated. It is important to remember that you may only be calling once a day but there are approximately 100 other parents that may also be calling with messages. This can be confusing for the student as well as the teacher.*

If your child is going to be absent, please call to let the school know:

**Phone: (306) 469-2128**  
***(message can be left on voicemail)***

## Medical Alert

Please be aware that T.D. Michel Public School is a "nut alert" school. We have students that are extremely allergic to all nut products; therefore, nut products of any kind are not allowed in the school. Please keep this in mind when packing lunches and snacks. Be sure to read product ingredient labels carefully.



## Health Nurse & Communicable Diseases

The Public Health Office provides our school with a nurse when required. The nurse is responsible for immunizations and other health related matters.

A Public Health nurse can be reached at (306) 469-2505. Communicable diseases can spread rapidly through a classroom. To control the spread of illness, children who have fever, diarrhea, or rashes should not attend school until they are well and/or have been treated by a doctor. Children with the following should not attend school until they have been treated: head lice, strep throat, scabies, scarlet fever, ringworm, eye infections, or impetigo.

## Medication Policy

Saskatchewan Rivers School Division schools attempt to provide a safe and secure school environment for all students. A policy has been established to administer medication to students. Parents are to contact the principal when their child requires medication.

## Fluoride Mouth Rinse Program: Grades 1 - 6

Dental Health offers a Fluoride Mouth Rinse Program that offers protection to students' teeth. Every week, the students are offered a one-minute fluoride rinse. Parental consent is required and may be changed at any time by contacting the office.

## Nutrition Policy

School division policy can be found at [www.srsd119.ca](http://www.srsd119.ca) > Administrative Procedures Manual > AP 235 (Nutrition Education). TD Michel does not sell or serve pop and only occasionally, uses sugar treats for rewards or parties. Our staff is also expected to model that during the day. Students who go home for lunch will not return to school with treats like slushes, ice cream, etc. Permission will not be granted to leave the school grounds to buy treats.

## Milk & Pizza Sales

Milk is sold daily for \$1 for a small and \$2 for a large. Milk cards may be purchased from the office for \$5.00 and \$10.00.

Pizza is sold every Wednesday for \$3 per slice. Pizza cards are available for purchase at the office for \$15.00. Students must order in their classroom first thing in the morning as the pizza order is placed by 9:30. We cannot guarantee that there will be extra pizza available.

The cards have a place for the students' name to be written and are kept by either the student or the classroom teacher.

## Birthdays

Birthdays are exciting events, *especially for the invited students*. As a courtesy, please disburse invitations and gifts outside of school hours. Exception...if every child in the class is invited, feel free to share the invitations at 3:13 with permission from the teacher.

## School Fees

*SRPSD Administrative Procedures Manual – AP 265*

Saskatchewan Rivers School Division will not charge fees, levies or other costs for instructional materials and supplies required to meet the mandatory course requirements at each grade level.

The division recognizes that a local school community may wish to enhance the learning program by having students participate in special projects, extracurricular programs and field trips.

Schools may levy fees for special projects, field trips and extracurricular activities, provided such fees are reasonable and used only for the recovery of actual costs to the school.

## Parking

Please pick up or drop your children off in either of the regular staff parking lots or on the street on 8<sup>th</sup> Ave North.

Parking directly in front of the school or across the street is prohibited by law from 8:00AM – 9:30 AM and 3:00PM – 4:30PM. It is also extremely hazardous as students may run out from between parked school buses. Please help us provide a safe environment for the children. If you are visiting in the school, you are welcome to use either of the staff parking lots at the east or west end of the school. Please ensure that you do not block other vehicles that are using the parking lot.

## Bus Routes

**Bodmin/Erinferry/Clearwater**  
*Murray Randall*

**Ladder Valley**  
*Alison Panter*

**Green Mantel/West Cowan**  
*Candace Hetu*

**Delaronde**  
*Gina Anderson*

**North Cowan**  
*Kelly Gear*

**Saskatchewan Rivers SD  
Bus Maintenance Facility**  
Phone: (306) 763-2323

## Inclement Weather

Buses will not run if temperature is below -40 C. Bus runs may also be cancelled if road conditions are dangerous. Regardless of weather related bus situations, the T.D. Michel Public School will not be closed on scheduled school days. Staff will be in attendance and will continue with the school day as planned. Please refer to [www.srsd119.ca](http://www.srsd119.ca) > Administrative Procedures Manual > AP 710.

**\*\*\*\*\*Please listen to CKBI 900  
AM or 92.5 FM or see home page  
[www.srsd119.ca](http://www.srsd119.ca) \*\*\*\*\***

## Student Conduct on School Buses

*Excerpts from Administrative Procedure 720*

Access to student transportation is a privilege not a right.

1. It is the duty of every student to act in a responsible manner to ensure that the safety of other students, the bus driver and the general public is not placed at risk.
2. Each bus driver has the authority and the responsibility for maintaining a safe and orderly environment on their school bus in a manner similar to that of a classroom.
3. When student behavior problems escalate beyond the scope of the bus driver, the school principal becomes responsible.
4. Suspension/expulsion of bus privileges shall be dealt with as per the form on the following page.



Please see AP 720 ([www.srsd119.ca](http://www.srsd119.ca)) -> About Us -> Administration Procedures for more information regarding student conduct on school buses.

SUSPENSION/EXPULSION OF STUDENT BUS PRIVILEGES EDUCATION ACT - SECTION 154 & 155					
ACTION TAKEN	AUTHORIZED BY	TIME PERIOD	PROCEDURES TO FOLLOW	FOLLOW-UP	
BUS SUSPENSION	BUS DRIVER	Up to 3 Days	The driver shall immediately report to parent.	Nil	
BUS SUSPENSION	SUPERVISOR OF TRANSPORTATION OR PRINCIPAL	4 to 10 Days	<p>The Supervisor of Transportation or Principal shall immediately report to Director or Superintendent.</p> <ul style="list-style-type: none"> <li>Notify parent and bus driver</li> <li>Inform pupil of reasons</li> <li>Provide a written report to Director or Superintendent and parent</li> <li>Provide an opportunity of a hearing to parents and students</li> </ul>	Nil	
SCHOOL SUSPENSION	PRINCIPAL	Up to 3 Days	The principal shall immediately report to parent.	Nil	
SCHOOL SUSPENSION	PRINCIPAL	4 to 10 Days	<p>The Principal shall immediately report to Director or Superintendent.</p> <ul style="list-style-type: none"> <li>Notify parent</li> <li>Inform pupil of reasons</li> <li>Provide a written report to Director or Superintendent and parent</li> <li>Provide an opportunity for a hearing to parents and students</li> </ul>	<p><b>WITHIN 10 DAY LIMIT</b></p> <p>The Director shall, in consultation with all parties:</p> <ol style="list-style-type: none"> <li>Confirm, reduce or remove suspension and provide written report to Board.</li> </ol>	
SCHOOL SUSPENSION	STUDENT DISCIPLINE COMMITTEE	More than 10 days and up to one (1) year	<p>The Principal shall immediately report to Director or Superintendent.</p> <ul style="list-style-type: none"> <li>Notify parent</li> <li>Inform pupil of reasons</li> <li>Provide a written report to Director and parent</li> <li>Provide an opportunity for a hearing to parents and students</li> </ul>	<p>The Director shall:</p> <ol style="list-style-type: none"> <li>Consult (investigate) with principals and others as appropriate</li> <li>Grant a hearing to the pupil and parent outlining all information as gathered from (1.)</li> <li>Call for a meeting of the Student Discipline Committee</li> <li>Contact parents/student requesting them to attend the meeting with the Student Discipline Committee*</li> <li>Present information on the investigation to the Student Discipline Committee. It is advisable that both the principal and parent be in attendance.</li> <li>Provide opportunity for Student Discipline Committee to meet in private to reach its decision</li> <li>Report the decision of the Student Discipline Committee to parents and inform them of their right to appear before the entire Board at its next meeting.</li> <li>Prepare a written report of the Student Discipline Committee for presentation to the Board at its next meeting. (It is recommended that the Student Discipline Committee excuse themselves from the Board when a decision is being made.)</li> <li>Respond, in writing, to the parent on the final decision of the Board.</li> </ol> <p>* <b>The Student Discipline Committee may be composed of those members of the Board of Education and officials that the Board considers appropriate.</b></p>	
SCHOOL EXPULSION	BOARD	Greater than 1 year	<p>The Principal shall immediately report to Director or Superintendent.</p> <ul style="list-style-type: none"> <li>Notify parent</li> <li>Inform pupil of reasons</li> <li>Provide a written report to Director and parent</li> <li>Provide an opportunity for a hearing to parents and students</li> </ul>	<p><b>(AS ABOVE)</b></p> <ol style="list-style-type: none"> <li>The Board, by resolution may exclude a pupil from attendance at any and all schools.</li> <li>The pupil, after one year, may request a review and reconsideration by the Board.</li> <li>The Board may re-admit the pupil under conditions it may see fit to prescribe.</li> </ol>	



## Student Rights & Responsibilities

1. I have a RIGHT to learn in this school.  
It is my RESPONSIBILITY to work up to my ability, ask questions, offer answers and not disrupt others' right to learn.
2. I have a RIGHT to hear and be heard.  
It is my RESPONSIBILITY not to talk, shout or make noises when others are speaking.
3. I have a RIGHT to be respected in this school.  
It is my RESPONSIBILITY not to tease, or to bug other people, or to hurt their feelings.
4. I have the RIGHT to be safe in this school.  
It is my RESPONSIBILITY not to threaten, kick, punch or physically harm anyone else.
5. I have a RIGHT to privacy and to my own personal space.  
It is my RESPONSIBILITY to respect the personal property of others and to accept their right to privacy.

\*As a staff, we strongly believe in the above statements. Students who will not accept their RESPONSIBILITY will be dealt with in a fair, yet firm manner.

\*CONSEQUENCES for inappropriate behavior will be implemented to provide a safe and sound educational environment for all students.

## Protocol

Should you have a concern pertaining to your child, you must follow this protocol:

Step 1: Contact your child's teacher.

Step 2: If you are not satisfied after discussing with teacher, contact the principal.

Step 3: If you still are not satisfied, contact our superintendent, Tom Michaud, at 306-764-1571.

Please keep in mind that most problems are resolved in Step 1. Very often, misunderstandings are clarified and the problem is resolved. However, should the problem persist, it is important that you follow the steps until you are satisfied with the outcome. We want you to be satisfied with your child's education.

## Student Possessions

Please make sure that your student's supplies, equipment, and clothing are clearly labeled. This will help cut down on the number of lost and found items. We also suggest that students do not bring valuable items to school. If an item is missing, we encourage you to come in and check in the lost and found box or in the child's classroom. Students are encouraged to leave their electronic devices (video games, cameras, cell phones, etc.) in their backpacks. They are not to be used during the school day, unless used for instructional purposes under direction of a staff member.

## General Behaviour & Expectations

Students are expected to behave in a manner that displays good judgement in school and on the playground, on field trips, and during extracurricular activities.

- **Students are to respect others, their property, space and ideas. Fighting is unacceptable. Depending on the age of the student and situation, first time infractions will result in discussion of the problem, the student working out a solution, and may include detention, out-of-class detention, or other consequences. Subsequent infractions may include suspensions for one day or more from school. Verbal abuse, disrespect, defiance, physical aggression, and foul language are unacceptable. Consequences and support plans may include in-school detentions, counseling, parent notification, and/or other measures deemed appropriate by the staff. Consequence for threats, swear words, extremely hurtful or vulgar language includes the student having to repeat the word(s) to parent.**
- It is expected that students dress appropriately for outdoor recesses & the variation in weather. They should dress in good taste, with a sense of modesty, and more specifically, students are not to wear clothing that is offensive or inappropriate. **Backs, bellies, & upper thigh area must be covered.** Some ball caps and T-shirt slogans may not be acceptable.
- **Knives, matches or lighters (& other dangerous items or replicas), water guns, & other toy weapons are not to be brought to school. If discovered, these items will be confiscated and parents may be notified.**
- Students staying for lunch are expected to remain in their desks in the classrooms, demonstrate appropriate eating manners and respect for the supervisors.
- **Only under special circumstances and with a written note from a parent or guardian, will a student be permitted to leave the school grounds at lunch time. Students going home for lunch are the exception.**
- Telephone use – Students are required to get permission from their classroom teacher to use the phone. Parents may call the school anytime. Cell phone use will be at the discretion of classroom teacher.
- **Library – Students are expected to respect the need to maintain the library as a quiet place to work. The resources should be treated respectfully. Students will be held accountable for missing books signed out to them.**
- Caretaker is responsible for general cleaning and minor maintenance; however, everyone is responsible for school tidiness and cleanliness. Co-operation is required in keeping desks and shelves tidy, picking up papers and books, cleaning brushes and depositing garbage in the proper receptacles.

## Routine & Student Expectations

### Classroom Expectations

- Be on time, in desks, and ready to work.
- Be prepared for class – materials, books, pencils, etc.
- Assignments completed and handed in on time.
- Respect other people, their property, space and ideas.
- Work hard to produce the best quality work.
- Respect rules specific to each classroom.

### Non-Instructional Items

- Students should not arrive at school earlier than 8:40; supervision of students begins inside in preparation for classes which begin at 8:45.
- Remove outside footwear in the boot-room and place footwear on the shelves provided. Gym shoes will be worn in the classroom at all times. Bare feet are NOT acceptable.
- Running in the hallway is NOT permitted. Movement in the hallway should be quiet and orderly, especially during class time.

### Lunch 12:00 – 12:45

- Eating lunch at school is a privilege, not a right.
- Classrooms may use a behavior chart system; if a supervisor is unable to correct a minor disruption, child is issued a checkmark. For significant misbehaviors, a checkmark is issued immediately. When a student reaches 3 checkmarks, you and your child are required to make alternate arrangements for 5 school days.

### Playground

1. The following areas are off-limits for students: staff parking lots, sides and front of school.
2. Students are not permitted to leave school grounds during the 8:45 to 3:15 school day. This does not apply to town students going home for lunch.
3. Snowballs are not permitted (safety reasons).
4. Bicycles – To minimize risk to others, students are to ride behind the school during 3:15 dismissal. Riding bikes during recess periods is not permitted. All bikes are to be in bike stands.
5. ALL students are free to play almost anywhere on the playground area at the back of the school; however, if a problem occurs, then the student concerned may be instructed to play where designated by the supervisor. (Length of time would be decided by the staff.)
6. Early childhood area is only for Pre-K – Grade 2 use.

**\*\*PLEASE NOTE\*\***

*Basketball court is open to all students.*

*Swings are open to all students.*

*Ball Diamonds – only for softball or kickball.*

*Tackle games are NOT permitted.*

*Play fighting and wrestling are NOT permitted.*

## General Consequences

*The supervisor will judge the situation according to the severity and the age of the student.*

- Minor Offences...running in halls, play fighting, throwing snowballs, foul language & other minor violations.

**Consequences** - discussions with student, possible detention, alternate recess times, & loss of privileges - correction(s) &/or consequences handled by supervisor. Habitual minor offences may require office/parental involvement.

- Major Offences... physical or verbal abuse of staff or students, theft, fighting, defiance, consistent failure to do work, damage to property, and verbal intimidation or threats.

**Consequences** - Principal will be made aware of the incident. Parents will be contacted. Problem solving plans, removal of privileges, out-of-class detention, out-of-school suspension or other measures deemed appropriate by the staff may be taken.



Education Centre  
545 11th Street East • Prince Albert, SK • S6V 1B1  
Phone: (306) 764-1571 Fax: (306) 763-4460  
Mr. Robert Bratvold, Director of Education

Dear Parents/Guardians:

### LETTER OF FAIR NOTICE

The Saskatchewan Rivers Public School Division Board (SRPSD) is committed to providing safe learning environments for all students, staff, school visitors and community members. We believe that by working together with students, their families, and the community we can support young people to be healthy and happy.

Our principals, vice-principals and school social workers have received Level One and/or Two training in Violence Threat/Risk Assessment (VTRA). This training will lead to the development of a community protocol to help principals protect students from potential threats to safety or serious harm. The protocol helps schools respond quickly to threatening incidents.

The Prince Albert Community VTRA Protocol outlines how schools will respond to threatening or worrisome behavior. Principals will convene a School Threat Assessment Team which typically will include the principal/vice-principal, a school counselor, and a police officer. Depending on the severity of the potential threat, principals may also consult with the Superintendent of Schools and call in members of the Community Threat Assessment Team. This Community Team may include representatives of community agencies such as local Police, Mental Health and Addiction Services, or Child and Family Services.

Parents and Guardians will be notified as soon as possible in the Stage I-VTRA process. If parents/guardians cannot be reached or if they choose not to provide consent, the threat assessment may still proceed. Personal information shared throughout this process will respect and balance each individual's right to privacy with the need to ensure the safety of all.

This letter is to serve fair notice that SRPSD will take decisive action when a serious threat has been made. Our goal, as always, is to ensure student safety in a caring learning environment.

Sincerely,

John Schultz  
Superintendent of Schools  
Saskatchewan Rivers Public School Division